

TENTS POLICY

Effective December 1, 2012

A Temporary Permit is required if the tent is in use less than 180 days.

I. WHEN IS A BUILDING PERMIT REQUIRED FOR A TENT?

The Ohio Building Code and Cincinnati Zoning Code contain regulations governing the erection of tents in excess of 400 square feet. Therefore, a building permit is required for any tent exceeding these limitations prior to the tent's placement. (See Section 3103 OBC)

Contact the Permit Center at 352-3271.

II. WHAT CODES/REGULATIONS ARE APPLICABLE?

All work performed must be in accordance with the Cincinnati Zoning Code, the Ohio Building Code, and all other applicable laws and ordinances.

Contact the following agencies:

Building and Zoning Code Plans Examination - 352-3313

III. HOW DO I OBTAIN A PERMIT?

Complete an application for a permit and submit three copies of plans for review to the Permit Center at 805 Central Avenue, Suite 500, Cincinnati, Ohio 45202 at least three business days before the proposed date of erection. It is the responsibility of the Tent Installer to get the required permits. The permit fee shall be due when the permit application has been approved. The Installer must allow for 48 hours' notice to schedule inspections. Inspections are to be scheduled during regular working hours. The application and plans shall include the following information:

- A. Permit Application. Complete applicable portions, including section entitled "Other", indicating:
 - 1. Intended use
 - 2. Date of erection
 - 3. Date(s) of occupancy
 - 4. Date tent will be dismantled
- B. Plot Plan - Drawn to scale showing:
 - 1. Size of tent
 - 2. Distances to other structures
 - 3. Location on the property
- C. Additional Requirements
 - 1. Fabric flame resistance certificate in accordance with NFPA 701
 - 2. Staking/tie-down information:
 - 3. Seating layout, aisle widths, path of travel and other requirements as applicable, per the Ohio Building Code
 - 4. Side panels (if any) and exit information
 - 5. Note on the plans instructing the owners to evacuate the tents, if necessary, when wind speed meets or exceeds 40 MPH.

6. The tent installer must verify that the tie down is capable to resist an uplift of at least 10 psf net of horizontal tent area. The proposed type of anchoring such as stakes or concrete blocks can be used at the specific site.
7. The Tent Installer must clearly indicate that the tent(s) is being located in a space with limited access, such as a roof or a courtyard, and must verify that adequate egress will be available.

IV. WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?

The aforementioned agencies will review the application. If any of the agencies has questions or comments, they will contact the person listed on the application.

Upon receipt of the necessary plan revisions and approvals, the Permit Center will notify the applicant that the permit is ready and the permit fee will be due. (Fees are based on a monthly/square footage basis.)

NOTE: Tents to be used for a circus, menagerie, carnival, or similar form of public entertainment subject to the provisions of Chapter 825 of the Cincinnati Municipal Code shall not be approved without written consent of the City Manager. Tents for these uses shall not be used for more than three consecutive days, unless approved by City Council.

V. WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?

All tents shall be erected in accordance with the approved plans, the Cincinnati Zoning Code, Ohio Building Code, and other applicable ordinances. The permit will expire after the date stated for dismantling of the tent.

VI. INSPECTIONS REQUIRED (24-hour minimum notice)

Tent Installer should be responsible to call for the required inspections when the work is ready.

- General Building Inspection - 352-3267
- Fire Prevention Bureau - 357-7585

IF INSPECTIONS ARE REQUESTED DURING OTHER THAN NORMAL WORKING HOURS, THE PARTY REQUESTING INSPECTIONS SHALL BE RESPONSIBLE FOR THE INSPECTION COSTS INCURRED. AN INSPECTION REQUEST FORM MUST BE SIGNED BEFORE A CERTIFICATE OF INSPECTION IS ISSUED.